

**DENTIST**  
**070**

**DEPARTMENT:** Community Services/WAMAC/Olde Towne Medical Center

**NATURE OF WORK:**

Performs responsible dental procedures and customer service in a dental clinic within a medical center.

Treatment includes carrying out varied and complex dental procedures within a dental clinic unit. The dental clinic is under the direction of the Executive Director and the WAMAC Board of Directors.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Adheres to appropriate dental procedures in the care of patients.

Performs dental treatments beginning with an oral examination, any necessary radiographs, and charting of all pathology including any pertinent information of a medical nature. A treatment plan may include restoration, oral surgery, endodontics, periodontics, and minor prothodontics.

Confers with other health care providers and refer patients to specialists when indicated.

Writes prescriptions.

Serves as a member of the Medical/Dental Oversight Committee.

Serves as a member of the Head Start and Early Head Start Health Committees.

Participates with Head Start Dental Screenings and various dental screenings.

Participates in dental audits.

Instructs and supervises assigned dental assistant and dental hygienist.

Follows guidelines for OSHA and keeps procedures updated.

Performs other related duties as assigned.

**JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed at the Olde Towne Medical Center in a dental clinic setting. Operates standard office equipment and dental office equipment.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Some knowledge of standard office practices and procedures, equipment, and clerical techniques in a medical setting, medical terminology, and telephone triage.

Some knowledge of general office computer software and associated equipment.

Ability to teach children and adults dental health care, particularly prevention.

Ability to work under pressure and to meet deadlines.

Ability to establish and maintain effective working relationships with dentists, doctors, nurses, other coworkers, volunteers, and the public.

**MINIMUM QUALIFICATIONS:**

Doctor of Dentistry degree from an accredited USA dental school and two years of experience preferred or any equivalent combination of education, training, and experience providing the knowledge, abilities, and skills cited above. Experience in a graduate intern program or general dental practice with an emphasis on pedodontics and sedation a plus.

**NECESSARY SPECIAL QUALIFICATIONS:**

Must have a current Virginia Dental License and DEA Registration Number.

Updated: November 2001  
dentist.070\_095.wpd

# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

---

Position Title Dentist Position Number 070  
Department \_\_\_\_\_ Division WAMAC

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. *Mental Abilities:*** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

**II. *Verbal Abilities:*** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## **1. Speaking/Talking:**

- ☒ Answering telephone, radio, or switchboard
- ☐ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☒ Communicating with other patients
- ☐ Not essential to job function

## **2. Hearing/Listening:**

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

## **3. Reading: (ability to read and understand text)**

- ☒ Essential to job function
- ☐ Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided  
by a calculator, adding machine or measurement device

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☒ Essential function
- ☐ Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard               | <input type="checkbox"/> Use postage machine                               |
| <input type="checkbox"/> Use radio/console             | <input type="checkbox"/> Use hand tools                                    |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use power tools                                   |
| <input checked="" type="checkbox"/> Use a copy machine | <input checked="" type="checkbox"/> Other: dental tools _____              |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☐ Essential to job function
- ☐ Not essential to job function

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50 +	Occasionally	Frequently	Continuously
<b>Lift</b>	✓						✓		
<b>Push/Pull</b>	✓						✓		
<b>Hold/Carry</b>	✓						✓		

Manipulation done from: ☐ ground to waist ☒ waist level ☒ waist to shoulder ☒ above shoulder  
(Check all that apply)

Not essential to job function: ☐ Lift ☐ Push/Pull ☐ Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

### Ladders

- ☐ Step stool  
☐ 8' to 10' step ladder  
☐ Extension ladder  
☐ Other \_\_\_\_\_  
☒ Not essential to job function

### Stairways

- ☐ 1 flight  
☐ 2 flights  
☐ 3 or more flights  
☐ Other \_\_\_\_\_  
☒ Not essential to job function

### Steps

- ☐ 1-2  
☐ 2-3  
☐ 3-4  
☐ Other \_\_\_\_\_  
☒ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9 +		✓	
<b>Stand</b>				✓				✓	
<b>Sit</b>		✓							
<b>Walk</b>	✓						✓		
<b>Run</b>									

If walking or running, over what type of terrain? ☒ flat ☐ rough ☐ both

Not essential to job function: ☐ Stand ☐ Sit ☐ Walk ☒ Run (Check all that apply)

**4. Stooping, Kneeling, Crouching, and /or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

- ☐ 0-5x                      ☒ 5-20x                      ☐ 20-50x                      ☐ 50+x  
☐ Other \_\_\_\_\_ ☐ Not essential to job function

**5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

**Daily Amounts**

- ☐ 0-5x                      ☒ 5-20x                      ☐ 20-50x                      ☐ 50+x  
☐ Other \_\_\_\_\_ ☐ Not essential to job function

**6. Seeing:** To perceive or comprehend by the sense of sight.

- ☐ Essential to job function: These characteristics are necessary (Check all that apply)  
☒ Peripheral vision  
☐ Night vision  
☒ Focus (distinctness or clarity)  
☐ Color perception (discriminate between colors)  
☒ Depth perception (determine distance relationship between objects)

**VII. Driving:** The ability to transfer or convey in a vehicle.

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			